Get in, get decisions made, get out - without the 9pm scroll through old minutes.

AGM Prep Checklist

General guidance, not a rulebook - every building's circumstances differ, so take what's useful and leave the rest.

State-by-state quick reference

Notice periods, quorum, and AGM timing rules are set by state legislation and differ across Australia. Check the row for your state before setting dates.

State	Min. notice	Quorum	AGM must be held
NSW	14 days written notice *+7 working days if posted*	25% of voters, or owners holding 25%+ of unit entitlement	At least once every 12 months
QLD	21 days written notice	25% of voters (or proxies) present	Within 3 months of the body corporate's financial year end
VIC	14 days written notice	50% of total lots present (in person or proxy)	At least once every calendar year, within 15 months of the last AGM
WA	14 days written notice	50% of lots present (in person or proxy); those present after 30 min form quorum	Every 12 months, no later than 15 months after the previous AGM
SA | TAS | ACT | NT	Check your state's Act - figures vary	Check your state's Act	Generally annual, similar 12–15 month cycle

Sources: NSW Fair Trading, Qld Government (BCCM Act), Consumer Affairs Victoria, Landgate WA - current as at mid-2026. Always confirm against your own scheme's registered by-laws/rules, as some schemes have variations.

Before you send the notice

Task	Who's doing this	By when
☐ Confirm the AGM date meets your state's minimum notice period (see table above)		
☐ Posting any notices? Allow for delivery time. A posted notice is treated as received 7 working days after it's mailed, and the 14 days only starts then - so a posted AGM notice should go out roughly 4 weeks before the meeting. Email (where owners have agreed to it) avoids the gap. AGM resolutions have been set aside over posted notices that fell short (NSW)		
☐ Check quorum requirements for your scheme (see table above)		
☐ Pull last year's minutes and action items - flag anything still unresolved		
☐ Draft the agenda and circulate to committee for review		
☐ Confirm any motions requiring special/unanimous resolution are worded correctly		
☐ Attach financial statements, budget, and any quotes for major works		

Task	Who's doing this	By when
☐ Include the mandatory 10-year capital works fund plan review and annual fire safety statement item on the agenda (NSW)		
☐ If this is your scheme's second AGM, include a motion to engage a defect assessment report (QLD)		
☐ Prepare manager commission/benefit disclosure for the AGM report - exact amounts or estimates (VIC)		
☐ Include presentation of current insurance certificates and schedules on the agenda (WA)		

Proxies and voting

Task	Who's doing this	By when
☐ Include a proxy form with the notice		
☐ Set and communicate the proxy lodgement deadline		
☐ Confirm who is authorised to hold proxies and any limits per person		
☐ Cap proxy holdings: 1 proxy per holder for schemes of 20 or fewer lots, or 5% of lot owners for larger schemes - family members exempt (VIC)		
☐ Prepare a simple voting record sheet for the meeting		

On the day

Task	Who's doing this	By when
☐ Confirm quorum before opening the meeting		
☐ Appoint a chair and minute-taker		
☐ Work through agenda items in order - don't let one issue eat the clock		
☐ Record the exact wording and outcome of every motion		
☐ Note any items deferred and who owns the follow-up		

After the meeting

Task	Who's doing this	By when
☐ Distribute minutes within your state's required timeframe		
☐ Update the maintenance/action register with new items		
☐ File financials and resolutions where the committee can find them next year		
☐ Tell residents what was decided - don't let it die in the minutes		

The quiet failure mode of most AGMs isn't a bad decision - it's a good decision nobody hears about afterwards. Whatever gets decided should reach residents in plain language, not just formal minutes.